

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS105000

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of Finance

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005505

JOB CODE TITLE
Senior Financial Analyst

JOB CODE
66563

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Senior Financial Analyst POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 14
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: PR 32
 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00 a.m. TO: 4:00 p.m. Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
90	Works under general direction of Department of Administrative Services (DAS), Administrative Support Division (ASD), Office of Finance, Business Management unit to independently research & analyze complex information to resolve errors, modify data &/or determine appropriate action with external involvement & serve as procure-to-pay program liaison: provides analysis &/or prepares adhoc reporting of cash, encumbrances, & disbursements; coordinates & prepares annual Minority Business Enterprise (MBE) plan (e.g., provides projections, monitors plan spending & responds to MBE related requests); manages all requisition & purchase order activity (e.g., modifications, cancellations, resolution of budget errors); acts as back-up requisitioner when additional coverage is needed; collaborates with budget analyst to resolve budget errors or appropriation needs; provides authorization of all Agency Purchase Requests (APRs) [e.g., reviews for proper justification, proper purchasing method & compliance with state & federal guidelines, confirms supplier selection, accurate chartfield information, reviews state term schedules & contracts to ensure compliance & proper pricing & where applicable, ensures release & permit has been obtained) for approval by supervisor; coordinates signature process for all service contracts & submission for encumbrance processing; coordinates Certificates of Participation (COPs) related & debt payments (e.g., maintains tickler file to ensure invoices are submitted to Office of Finance timely for payment, confirms costs agree to COPS Series documents or debt schedules, obtains Chief Financial Officer's approval for payment processing, & confirms payments have been made); develops, writes &/or reviews Controlling Board (CB) requests requiring waiver of competitive selection; manages procurement related subsidy activities (e.g., records poll book activity on tracking report, ensures Memorandums of Understanding (MOUs) have been fully executed, determines reimbursement amount for warrant request, distributes poll book report on monthly basis, provides documentation to Financial Analysts, & ensures encumbrances are created, as necessary); & coordinates OAKS capital improvement (CI) requests for payment & records vouchers in OAKS CI module.	Knowledge of (1) budgeting; (2) Generally Accepted Accounting Principles (GAAP); (3) applicable state & federal laws, rules, procedures & standards governing fiscal oversight*; (4) business administration; (5) agency policies & procedures*; (6) OAKS financials modules*; (7) fiscal reporting; (8) fiscal management; (9) customer service. Skill in (10) operation of personal computer using advanced functions of MS Word & Excel (e.g., queries, pivot tables, if-then statements, complex formulas). Ability to (11) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (12) prepare meaningful, concise & accurate reports; (13) communicate effectively, both verbally & in writing.

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

4/4/16

and 4-4-16

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS105000

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of Finance

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005505

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Senior Financial Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 14
PR 32
Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 7:00 a.m.

TO: 4:00 p.m.

Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	<p>Recommends & trains agency staff on policies & procedures; provides customer service & guidance to program units, Finance management & co-workers; performs other duties & special projects (e.g., GAAP & SWCAP reporting), as requested; attends training & meetings, as required.</p>	<p>Knowledge of 1, 2, 3*, 4, 5* 6*, 7, 8, 9 Skill in 10 Ability to 11, 12, 13</p>

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Link

4/4/16

JOB CODE TITLE
66563 Senior Financial Analyst

apd det-1602